

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-104 **Issue Date:** 08-01-13 **Closing Date:** 08-14-13

Revenue Manager
Revenue Department
Department of Administration
Hourly Wage: \$27.45/Full-Time/Regular

Responsible for all administrative aspects of Yakama Nation Motor Vehicle Licensing, Business Licensing, Closed Area Courtesy Permits, Gas Tax, and Cigarette Tax. Handles daily contact with the public; processes applications for new licenses and permits, processes renewals of motor vehicle registrations, handles transfers of motor vehicle titles and duplicate titles; and uploads motor vehicle data to all applicable databases. Also handles all applications, questions, and renewals of YN business Licenses, and Gas and Cigarette Taxes.

Knowledge, Skills and Abilities:

- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word, Excel, PowerPoint, and Access, with the ability to monitor the maintenance of a database system.
- Knowledge of the rules and regulations governing YN Licensing, specifically YN Law and Order Code, Title 50, and any other applicable law, rule, or regulation.
- Knowledge of Taxation of Gas and Cigarettes and enforcement of collection of revenue under the governing YN Laws.
- Knowledge of the YN Personnel Policies Manual, YN Records Management Manual, and YN RYC Business Licensing section.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality enforcing YN law as it pertains to the YN Licensing, refraining from dishonest or unethical behavior.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions to ensure successful development and administration of YN licensing.
- Ability to understand and execute complex oral and written instructions and to apply available guidelines to widely varied situations.
- Ability to work well as part of a team, with the ability to present complicated information in a way that is easy to understand.
- Ability to establish and maintain effective working relationships with Yakama Nation Tribal Police, outside law enforcement agencies, other department staff, supervisors/managers, elected officials, and the public.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to accomplish assigned administrative tasks with general direction and minimal supervision.
- Ability to exercise independent initiative and judgment.
- Ability to accept criticism and deal calmly and effectively with high stress situations.
- Ability to provide effective and competent written reports to meet demands of YN Licensing and Yakama Nation Public Safety Chief of Police and YN Community for taxation enforcement.
- Ability to demonstrate accuracy and attention to detail in typing, filing retention/retrieval and record keeping.

General Recruiting Indicators:

- Minimum of Bachelor's Degree with 5 years of accounting and management experience in a comparable environment. OR 10 years of increasing levels of professional experience and the ability to demonstrate the work in an administrative role in a multi-faceted department may be substituted for education.

Necessary Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver's License, with the ability to obtain a Yakama Nation Tribal Driver's Permit.
- Never been convicted of a felony or misdemeanor.
- Proven record of regular and punctual attendance; strong work ethics.
- Prefer record of regular and punctual attendance; strong work ethics.
- Prefer the applicant have some experience in law enforcement, or motor vehicle administration (e.g. Department of Motor Vehicles).